



***City of Eureka  
Community Development Department***

## ***Design Review Permits***

### **Overview**

The Design Review process reviews projects for compatibility with the surrounding neighborhood. Design Review may include Site Plan Review and/or Architectural Review. Site Plan Review focuses on how the project complies with the zoning standards such as siting, parking and landscaping, and Architectural Review focuses on the actual exterior design, taking into account materials, textures, and colors.

Site Plan Review is required for most principally permitted commercial developments or multi-family residential developments and may be approved administratively by the Director of Community Development. Site Plan and/or Architectural Review are required for most conditionally permitted uses or those uses within an area of architectural importance, and are acted upon by the City's Design Review Committee. The Community Development Department Staff can assist you in determining whether Design Review will be required.

### **How to Apply**

Design Review application materials are available in the Community Development Department, 3<sup>rd</sup> floor, City Hall or on the Department's website at [www.ci.eureka.ca.gov](http://www.ci.eureka.ca.gov). Staff can assist you in determining which materials are needed for a complete application packet. Once you feel you have put together a complete application packet, return the application packet to the Department for processing.

### **The Application Review Process**

#### **Step 1: Application Acceptance, Department Review**

After your application packet is submitted and fees collected, Staff will perform a preliminary review of your application to determine whether it is complete. If your application is found to be incomplete, you will be notified regarding what must be submitted before processing can continue.

#### **Step 2: Administrative Approval**

Once your application packet has been accepted as complete, if Site Plan Review is the ONLY required review, and all other project clearances (except building permits) have been obtained, then the Director of Community Development may administratively approve the Site Plan application. You will receive a letter from the Department indicating the Site Plan has been approved.

### **Step 3: Design Review Meeting**

When Site Plan Review and/or Architectural Review are required, after the application has been accepted as complete and all other project clearances (except building permits) have been obtained, the project will be scheduled before the Design Review Committee. You will receive a copy of the agenda stating the date, time and location of the meeting. You, or an authorized representative, should plan to be in attendance at the meeting. If the Design Review Committee approves your application, or if the conditions or modifications recommended by the Committee are acceptable to you, your application can be approved.

### **Step 4: Appeals**

If your application cannot be approved, or you cannot agree to the conditions or modifications recommended by the Design Review Committee, your project is automatically referred to the Planning Commission for approval, conditional approval, or disapproval at their next available public meeting.

You may appeal the Planning Commission's decision to the City Council, provided the appeal is filed with the City Clerk within 10 calendar days of the Planning Commission's decision. Appeals must be submitted in writing on forms provided by the City Clerk and be accompanied by the required fees (check with the Community Development Department or City Clerk for information regarding fees or the appeal process). The City Council's decision is final.

### **How to Get Help**

If you are having difficulties preparing your application, call or visit the Community Development Department and discuss your project with the Department Staff. If you are still confused over the application procedure, you may wish to hire a consultant, such as an architect, engineer, land surveyor, or professional planner. A listing of qualified professionals is available in the yellow pages of the phone directory.

**Community Development Department, 531 "K" Street, Eureka, CA 95501, (707) 441-4160**

Please complete the information below and attach supplemental information as required. A site plan and supplemental information, and the applicable application fee as shown on the back of this application form must accompany all applications. If you have questions regarding this application form, the application process, or general planning questions, please do not hesitate to contact the Community Development Department at the address and phone number shown above. Office hours are Monday - Friday, 8 a.m. - noon and 1 p.m. - 5 p.m. *(Please note we are closed during the lunch hour).*

**APPLICANT/OWNER/AGENT**

**Applicant's Name\*:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Owner of Property - Name (if not applicant)\*:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

*\* If there is more than one applicant or owner, please list all on an attached sheet*

**Agent's Name (if different than Applicant)\*\*:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

*\*\*Questions/correspondence will be directed to the Agent*

**PROJECT LOCATION**

<sup>(1)</sup> Street/Site Address: \_\_\_\_\_ Assessor's Parcel Number(s): \_\_\_\_\_

<sup>(2)</sup> Street/Site Address: \_\_\_\_\_ Assessor's Parcel Number(s): \_\_\_\_\_

**PROJECT DESCRIPTION**

*(Please provide a project description, attach additional sheets as necessary):*

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**OWNER'S AUTHORIZATION**

I hereby authorize the City of Eureka to process this application, and I authorize the City of Eureka and the Department of Fish and Game to enter upon the property described herein as reasonably necessary to evaluate the project. I have completed, or reviewed this application and any "Supplement to Application" forms and know that the contents thereof are true and accurate to my own knowledge and I assume all responsibility for their accuracy.

<sup>(1)</sup> Property Owner's Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

<sup>(2)</sup> Property Owner's Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

*\*If more than one property or property owner is involved, please include owner's authorization for all additional properties*

**STAFF USE**

Assigned Case No.s: \_\_\_\_\_

Zone Designation: \_\_\_\_\_

Assigned Planner: \_\_\_\_\_

General Plan Designation: \_\_\_\_\_

# *Design Review Permits*

(Supplemental to Application)

1. Site Plan Review Only:
  - A. One (1) set of plans
2. Sign Review Only:
  - A. One (1) set of plans
3. Site Plan and/or Architectural Review:
  - A. Plans that are 11" x 17" or less, black and white, and can be photocopied:
    - i. One (1) set of plans
  - B. Plans that are larger than 11" x 17", colored, or cannot be photocopied:
    - ii. Ten (10) sets of plans

All plan sets should include:

- A. Project Site Plan, drawn to scale, showing the proposed layout of structures and other improvements including, where appropriate, driveways, pedestrian walks, off-street parking and off-street loading areas, landscaped areas, fences and walls. The site plan shall indicate the locations of entrances and exits, and the direction of traffic flow into and out of off-street parking and off-street loading areas, the dimensions and location of each parking space and berth, and areas for the turning and maneuvering of vehicles.
- B. Landscape Plan, drawn to scale, showing the locations of existing trees proposed to be removed and proposed to be retained on the site, the location and design of landscaped areas and the varieties of plant materials to be planted therein, and other landscape features.
- C. Drawings showing the height and bulk of proposed structures and schematic floor plans showing sufficient detail to permit computation of yard requirements.
- D. Grading plans, where required by Chapter 150 of the Eureka Municipal Code.

In addition to the above, applications submitted for **Architectural Review** should include:

- A. Architectural drawings or sketches, drawn to scale, showing all elevations of the proposed structures as they will appear upon completion. All exterior surfacing materials and colors shall be specified and color samples shall be provided.